



Community Partners' Request for Medical Records at DHS Clinics

The MHLA Program Office has worked with DHS clinics to streamline the process for all MHLA Community Partners (CPs) to obtain medical records following a MHLA participant's visit to a DHS facility.

To obtain medical records from a DHS clinic, follow these steps:

1. The CP should send a fax request to the DHS facility numbers listed below using their agency letterhead. No patient authorization is required to request or obtain medical records from DHS.
2. The top of the fax must clearly state, "**MHLA Community Partner**" and indicate the request is for their patient and that the medical record is needed for treatment.
3. The request should include: patient's name, date of birth, specialty/type of service, clinic, date of visit, hospital medical record number, CP medical home phone number and CP contact person.
For El Monte CHC and La Puente Health Center, please also include the eConsult referral number.

Edward R. Roybal CHC:

Fax to: **(323) 266-1464**. Allow 5-7 business days. Follow up at: (323) 362-1121, M-F, 7:00 AM - 4:30 PM.

El Monte CHC and La Puente HC:

Fax to: **(626) 527-6945**. Allow 5-7 business days. **All medical records will be sent via eConsult.**

Follow up at: (626) 434-2840/2843/2867, M-F, 8:00 AM to 4:30 PM.

H. Claude Hudson CHC:

Fax to: **(213) 744-3682**. Allow 7-10 business days. Follow up at: (213) 699-7174, M-F, 8:00 AM - 4:30 PM.

High Desert Regional, Littlerock, Lake Los Angeles, and Antelope Valley HC:

Fax to: **(661) 524-2348**. Allow 3-5 business days. Follow up at: (661) 471-4198, M-F, 8:00 AM - 5:00 PM.

Hubert H. Humphrey CHC:

Fax to: **(323) 897-6605**. Allow 7-10 business days. Follow up at: (323) 897-6146, M-F, 8:00 AM - 4:00 PM.

Long Beach CHC, Bellflower, Wilmington & Torrance HC:

Fax to: **(562) 599-1721**. Allow 15 business days. Follow up at: (562) 753-2460, M-F, 8:00 AM - 5:00 PM.

Martin Luther King, Jr.—MACC & Dollarhide HC:

Fax to: **(310) 223-1094**. Allow 5-7 business days. Follow up at: (424) 338-1902, M-F, 8:00 AM - 5:00 PM.

Mid Valley CHC, San Fernando and Glendale HC:

Fax to: **(818) 627-3450**. Allow 7-14 business days. Follow up at: (818) 627-3415, M-F, 8:00 AM - 5:00 PM.